

Diversity Council Minutes – Wed. May 11, 2005

Presiding:

Gordon Flake, committee chair

Members Present:

Kathy Ahlmark, Cliff Baldwin, Sharon Bryant, Gordon Flake, Rodrigo Franco, Veronica Godfrey (BIG, non-voting), David Goulding, Mike Humble, Ginny Ivanoff (OEEO, non-voting), Ethel Jackson, Bill Jirles, Charle League, Alicia Moore, Gerard Roman (OEEO, non-voting), Molly Vallant (non-voting), and Linda Yu

Members Absent:

Janice Allen (alternate), William Boyd, Alyce Bradbury, Ron Herbert (NIH catalyst, non-voting), Harriet Kinyamu, Jackie Locklear, Bill Quattlebaum, Boris Risek, Lisa Rogers, Bill Steinmetz,

Old Business

A. Minutes

The April 13, 2005 minutes were reviewed and approved unanimously.

B. Reports

1. Quiet Room: The original issue has been resolved. Gordon Flake toured the Institute, but there are no spaces available that will fit prospective privacy needs. There are some areas that could be used on an informal basis, and the Work/Life room is one of these. David Goulding will contact Cynthia Radford to check the parameters for using this room, and then we can determine whether this will be an option or not.

2. Clerical/Admin/Secretarial/Technical (CAST) Committee: Approximately 60 people attended each seminar. It is possible that we might invite Central Online back for a longer workshop. The image workshop was videotaped, and will be located in the Work/Life room for check out.

3. Asian Pacific Islander Subcommittee: The date has been moved to June 1. Dr. Jim Chang, Director of the Army Research Office, has accepted the invitation. Bill Quattlebaum has been working on a slide show that will be shown from 1:50-2:00. Dr. Chang will speak from 2:00–3:00, and a reception of Asian dishes will follow in the cafeteria. A person needs to be chosen to introduce the event and to introduce Dr. Chang. The subcommittee has planned a cultural entertainment event at 3:10 that will include: Indian dancers, Chinese traditional music group, and others. Ginny Ivanoff will be purchasing decorations and tableware for the event and Gerard Roman will handle registration of outside guests and photos of the group.

- 4. Disability Advocacy Group:** The Disability Advocacy Group met recently concerning accessibility issues with Carol Bennett. There was an update on the progress of suggestions made from the earlier review and include the plan to install automatic door buttons in various places around the Institute, as well as handrails and a doorbell in building 102, an update on emergency evacuation procedures, and the replacement of the dry rotted evacuation chairs. The committee also test drove a new scooter, which has a better turning radius and is smaller than the one the Institute already has available. The scooter was not easily accessible for some people, and other companies have been contacted to see what they have to offer.
- 5. Disability Subcommittee:** Disability awareness will occur in October, and a speaker needs to be chosen for the event. It was suggested that the subcommittee elect a Chair and Executive Secretary, and look into becoming a chartered group. This brought up the question of whether or not there would be problems if the committee became separated from the Council. It is envisioned that this group will become a permanent, independent group that would allow its members to work closely with the Diversity Council. A decision was made to get a foundation set up and see how it evolves from there.
- 6. Hispanic Event Subcommittee:** The original speaker considered for this event has been taken off the table. The process to get an invitation out to this person was becoming very complex, and it was decided that invitations to the EPA and FDA staff would also become complex due to the limited space available to hold this event. One of the other three suggested speakers will be chosen to present at this event in September. Members of the subcommittee will review the profiles of the other candidates at their meeting on May 20, and get back to the Diversity Council on their suggestion for a speaker.

New Business

- 1. Contact Information:** It has been suggested that we generate a binder of contact information for use by future committee members. It could include information on those that have been invited to speak or perform at events, and could be located in a central place. Gerard Roman let us know that a binder is kept in the EEO office for each event that takes place, which includes photos, copies of emails, etc... A vote was taken, and the binder of contact information will also be located in the EEO office.
- 2. Summer Meetings:** A question arose on whether or not we should hold meetings during the summer. A decision was made that the Diversity Council should meet during the summer months for updates on progress of the fall events. The next meeting will be

held June 8, 2005, and an alternate Executive Secretary will be taking notes in the absence of Kathy Ahlmark.

Adjourn:

Minutes taken and respectfully submitted by Kathy A. Ahlmark, 5/11/05.